



**LSTA SUB GRANT REPORT AND EVALUATION -- INSTRUCTIONS**  
**South Carolina State Library**  
**LSTA – PL 108-81, As Amended**

*Submit (1) paper copy with original signatures to the LSTA Coordinator*

**Name, Address, Telephone Number and E-mail** of (a) Sub-grantee (b) Project Administrator (c) Fiscal Officer **(NOTE: Applicant is the library, agency, organization or other qualifying institution submitting the proposal.)**

**Report Type.** Indicate interim or final report.

**Number of Persons Benefiting Directly from the Project.** *NOTE: If there are no preliminary numbers for the interim report, indicate such.* Do not cite the total population of a service area or the potential population to be reached. Ideally, each person should be counted only once even though he or she may have used the service several times.

**Expenditures.** *If at the interim stage there are no expenditures, indicate “none to date.”* Otherwise, on the “Report and Evaluation” form, include LSTA grant funds, State Aid funds, Local government funds and any other funds in the appropriate columns. If in-kind contributions are a significant factor, use the report narrative to specify which dollar amounts are in-kind.

**Narrative.** ([See LSTA Guidelines](#) and address all required sections) A summary of the project results and accomplishments must be provided. For the interim report, **address all sections applicable to your progress to date.** Indicate circumstances that are affecting progress (negatively or positively).